

# SEATTLE OFFICE FOR CIVIL RIGHTS

## 2011 WMBE GOALS AND OUTREACH PLAN

CONSULTANT TARGET 10.00%	PURCHASING TARGET 30.00%
<b>DEPARTMENT REPRESENTATIVES</b>	
<p>Jacque Larrainzar – IDT Contracting Equity Rep Latrice yBarra - Dept. WMBE Coordinator</p> <p>Jacque and Latrice work together to implement SOCR Outreach Plan and fulfill the Department Representative responsibilities.</p>	
<b>OUTREACH KEY ACTION PLAN</b>	
<p><b><u>Training: Annual WMBE Training</u></b></p> <p>SOCR conducts annual WMBE training for the department which consist of these components:</p> <ol style="list-style-type: none"> <li>1. WMBE definition and code definitions</li> <li>2. Review and discuss the Executive Order</li> <li>3. SOCR WMBE goals and WMBE resources</li> <li>4. Distribute WMBE Quick Sheet which includes: <ul style="list-style-type: none"> <li>• How to look-up vendor and use the Blanket Vendor Contract Search</li> <li>• How to register as a WMBE Vendor</li> </ul> </li> </ol> <hr/> <p><b><u>Utilization and Outreach</u></b></p> <p>SOCR is a small department with a limited budget and spending needs/opportunities. SOCR takes every opportunity to identify and use WMBE vendor.</p> <p>SOCR will continue to use WMBE Vendor's:</p> <ul style="list-style-type: none"> <li>• Work in the community, making presentations about our services. Employees have been given WMBE vendor registration cards to hand out to potential vendors.</li> <li>• Consultants for RSJI Speaker Series and other RSJI events</li> <li>• Outreach events our office sponsors or co-sponsors</li> <li>• For routine purchases such as, office supplies, advertising, caters and etc.</li> <li>• When appropriate work with vendor's to register as a WMBE vendor</li> <li>• WMBE Coordinator works directly with people making purchases and negotiating consultant contracts to ensure they seek out WMBE vendors.</li> </ul>	